



# CITY of LAS VEGAS

Department of Human Resources

REVISED

OPEN (Job Code 1079545030)  
EMPLOYEE BENEFITS ADMINISTRATOR  
APPROXIMATE MONTHLY SALARY RANGE: \$5,091 to \$9,051

OPENING DATE: March 15, 2010 at 8 a.m.  
FILING DEADLINE: April 2, 2010 at 4:30 p.m.

LAS VEGAS CITY  
COUNCIL  
MAYOR OSCAR B.  
GOODMAN  
MAYOR PRO-TEM GARY  
REESE  
STEVE WOLFSON  
LOIS TARKANIAN  
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RICKI Y. BARLOW  
STAVROS S. ANTHONY  
CITY MANAGER  
ELIZABETH N. FRETWELL  
DIRECTOR OF  
HUMAN RESOURCES  
F. CLAUDETTE ENUS

*(Please attach a copy of any required license(s), certificate(s) and/or degree to your application)*

For a college or university degree earned outside of the United States please attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

We are currently recruiting for the position of Employee Benefits Administrator. This is an Appointive (Non-Civil Service) position.  
**INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.**

**MINIMUM QUALIFICATIONS:** Unless otherwise noted, minimum requirements must be met at the time of application filing. Equivalent to a bachelors degree from an accredited college or university with major course work in accounting, finance, business management or a closely related field. Four years of increasingly responsible experience in development, administration and statistical analysis of employee benefits programs. Government benefits experience at the local or state level is desirable.

**LICENSE AND CERTIFICATE:** Professional employee benefits certification, such as Certified Employee Benefits Specialist (CEBS), is desirable.

**SELECTION PROCESS:** Interested and qualified applicants must submit a **CURRENT** city of Las Vegas application and a detailed resume by the filing deadline at the city of Las Vegas, Department of Human Resources, Second Floor of City Hall, 400 Stewart Avenue or you can download an application from our website, [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov). **The selection process will consist of a review of all applications and resumes with only the most qualified participating in an interview. Final candidate selection will include hiring interview (if applicable).** Any individual offered employment will be required to pass a pre-employment hair drug test and complete background check. Some positions may require preliminary background checks.

Duties may include, but are not limited to the following:

**ESSENTIAL FUNCTIONS:**

On an ongoing basis, evaluate the city's benefits plans' underlying financial structure and viability, prepare statistical analyses of benefit costs and trends, and make recommendations to City management regarding changes to plan provisions and financing; develop and implement new, enhanced or revised benefits programs, based on current trend analysis and policy direction; participate in budget planning for fiscal year financing, including self-insured plans. Coordinate and administer various employee insurance benefit plans such as health, vision, dental, life, Section 125, deferred compensation and short-term and long-term disability. Create and distribute a request for proposal (RFP) annually or biannually as needed for both self-insured and fully insured services, such as third-party administration, provider network, nurse case management services, employee assistance program, excess insurance, vision services, HMO plans, and others; coordinate and document the selection process; negotiate favorable terms and conditions; coordinate City Council approval process. Administer the City's program of privacy compliance under the Health Insurance Portability and Accountability Act (HIPAA); develop, maintain and enforce appropriate policies and procedures to ensure the City's compliance with HIPAA privacy provisions; develop and maintain all Business Associates Agreements, and monitor the vendors' compliance. Function as advisor and Secretary for the Insurance Committee, the Insurance Appeals Committee and the Investment Committee; provide information on various insurance and investment alternatives; represent the City in insurance appeals hearings; keep and distribute minutes from the Insurance and Investment Committee meetings. Audit and interpret data to recognize areas of potential concern; bring unfavorable trends to the attention of management. Analyze surveys of benefits programs offered by other organizations to ensure the city's benefits are competitive and to keep up to date with trends in benefits; may conduct in-house surveys. Resolve employee benefits concerns and disputes, serving as liaison between the employee or dependent and the plan administrator or insurer, when necessary. Provide leadership to other division staff in broadening the city's view of the role of employee benefits plans as a part of the total compensation package and in communicating this information to employees. Participate with other staff in coordinating all applicable employee benefit plans such as health insurance, leave of absence, family and medical leave, worker's compensation and light duty assignments to develop strategies tailored to individual situations which maximize results for the city and the employee. Ensure that the city's benefit plans adhere to current laws and plan for procedural or policy revisions based on upcoming changes in the applicable laws. Provide benefits data to be used in collective bargaining negotiations. Maintain confidential records. May serve as a lead, providing functional and technical oversight and training to assigned staff; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results. Conduct meetings with employees to explain benefit changes.

**SEE REVERSE FOR ADDITIONAL INFORMATION**

## **EMPLOYEE BENEFITS ADMINISTRATOR**

### **Job Code 1079545030**

#### **You may be evaluated on your:**

**Knowledge of:** Various benefit plans and related regulatory requirements. Applicable federal, state and local laws, ordinances, regulations and reporting requirements, including COBRA, HIPAA, ERISA, and state statutes governing benefit plans. Pension and retirement programs, including PERS and Social Security. Customer service principles and techniques. Spreadsheet and word processing software packages. Advanced principles of report preparation. Automated HR information systems. Current principles and practices of benefits management and administration. Research and data analysis methods and techniques. Cost-benefit analytical techniques. Budget principles and practices. Intermediate principles and practices of financial auditing as applied in the benefits field. The relationship between benefits decisions and the city budget.

**Ability to:** Provide leadership to division and department staff in the area of assignment. Research, develop and recommend creative and innovative solutions to benefits issues. Use initiative and independent judgment within established guidelines. Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures. Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing; operating assigned equipment. Maintain mental capacity which allows the capability of: making sound decisions; demonstrating intellectual capabilities. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time; and operating assigned equipment.

**Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.**